

Nationwide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	13-038
Date of announcement:	3 April 2013
Closing Date:	2 May 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Health Services Administrator (CERFP), Position #1031137
Duty Location:	Reno, Nevada
Unit:	152d Medical Group /CERFP
Area of Consideration:	Nationwide*; All eligible for membership in the Nevada Air National Guard
Grade:	Officer, O-1/2Lt – O-4/Maj
AFSC:	41A3 Preferred but not required. Must be eligible to become 41A3 qualified. Failure to complete 41A3 course will result in the termination of AGR tour.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	Lt Col Woyak (775) 853-9255 /DSN 830-9255 shanna.woyak@ang.af.mil
NOTE: *Nationwide means: Only current AGR's, Active Duty or Traditional Status Guardsmen (M Day) may apply Applicants on Active Duty Title 10 must ETS within 90 days of closing date.	

HOW TO APPLY:**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a "1" in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG
2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

1 Specialty Summary:

Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies. Related DoD Occupational Group: 260900.

2. Duties and Responsibilities:

The National Guard CBRNE (Chemical Biological Radiological Nuclear high yield Explosives) Enhanced Force Package (NGCERFP) is a high priority WMD response unit comprised of five full-time Army and Air National Guard personnel and several hundred M-day Joint personnel. The NGCERFP supports civil authorities by responding to all Hazards incidents with special emphasis for CBRNE/WMD terrorism incidents. The NGCERFP Medical Operations Officer serves as the lead unit planner for medical training, exercises and operations, taking input and requirements from section leaders to assist in managing the NGCERFP Yearly Training Plan (YTP). Incumbent must be familiar with Government and Non-Governmental agencies involved in response to all-hazard events. In CBRNE response operations, manages the NGCERFP Medical Operations Center (MOC) and the Expeditionary Medical Support (EMEDS), Small Portable Expeditionary Aerospace Rapid Response (SPEARR), and Aeromedical Evacuation (AE) operations. Thoroughly understands AF/ANG Unit Type Code (UTC) Management and Readiness Skills Verification (RSV)/Air Force Specialty Code (AFSC) medical readiness requirements for assigned personnel. Demonstrates knowledge and training in civilian HAZMAT operations and CBRNE detection and assessment methods. Understands and can articulate NGCERFP capabilities to 1st responders, Emergency Medical System (EMS) and hospital personnel. Understands and can work in the Incident Command System (ICS) at the local, state, and federal levels. The incumbent must have CBRNE experience and training and meet Occupational Safety and Health Administration (OSHA) respiratory/asbestos screening standards. In addition, the incumbent must complete NGCERFP training and maintain CBRNE skill sets. Experience in Joint Operations/HQ, medical intelligence and force health protection is highly desirable. Serves as the Federal Emergency Management Agency (FEMA) Regional Medical Planner to the ANG Air Surgeon's Directorate (NGB/SG). Subject Matter Expert (SME) for Medical Operations to Military Support to Civil Authorities (MSCA), Joint Force Headquarters (JFHQ) Intelligence (J2) and Operations (J3) directorates and other agencies as required. Working knowledge of the Air Force Medical Logistics system is desirable. Must possess excellent communications and briefing skills and be familiar with media/communication devices, including satellite, radio and web based applications (secure/non-secure). Must qualify for a SECRET security clearance or higher. Is required to establish residency within 60 minutes of duty location and maintain on call status rotation (quick response) while assigned to the NGCERFP team. Member is subject to extensive periods of TDY, or no notice deployments, and immediate recall during periods of pass and leave. Upon appointment, incumbent will attend the Air Force Medical Readiness Planners Course. Performs other duties as assigned or directed.

AFSC QUALIFICATION REQUIREMENTS:

41A3 preferred but not required. Must be able to become 41A3 qualified. Failure to become 41A3 qualified will result in the termination of AGR tour.

ADDITIONAL REQUIREMENTS:

Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics.
- 3.2. Education. For entry into this specialty, one of the following is mandatory:
 - 3.2.1. A graduate degree in health care administration, hospital administration, public administration, business administration, business management, information systems management, finance, accounting, statistics, marketing, economics, or other business-related equivalent.
 - 3.2.2. An undergraduate academic major in accounting, business administration, business management, computer science, information systems, economics, finance, health care administration, marketing, public administration, clinical or health systems engineering, operations research, or other business-related equivalent.
- 3.3. Training. For award of AFSC 41A3, completion of the basic health services administration course is mandatory.
- 3.4. Experience. For award of AFSC 41A3, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aeromedical evacuation), and must have the approval of their unit's senior ranking MSC

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.